## HRMS Payroll Calendar - July through December, 2011

July 2011									August 2011							September 2011						
Sunday	Monday	Tuesda		Wednesday	Thursday	Priday  DAY 2  GAP 1  Cutoff	Saturday 2	Sunday	Monday  DAY 1 Off-Cycle Workbench Cutoff	DAY 2 GAP 1 Cutoff	Wednesday  DAY 3 Payroll Cutoff	Thursday	Friday  5  Warrants to Agency	Saturday 6	Sunday	Monday	Tuesday	Wednesday	Thursday  DAY 2  GAP 1  Cutoff	DAY 3 Payroll Cutoff	Saturday  System Locked for Payroll Processing	
3	State Holiday	DAY Payro Cutofi	oll	DAY 4 System Locked for Payroll Processing	Warrants to Agency  ACH File to Bank	Warrants Mailed	9	7	Warrants Mailed ACH File to Bank		9 Payday	11	12	13	4	State Holiday System Locked for Payroll Processing	DAY 4 System Locked for Payroll Processing	Warrants to Agency  Warrants Mailed  ACH File to Bank	8	Payday	10	
10	Payday	11	12	13	14	DAY 1 Off-Cycle Workbench Cutoff  ACH Reversal Cutoff	16	14	15	DAY 1 Off-Cycle Workbench Cutoff  ACH Reversal Cutoff	DAY 2 GAP 1 Cutoff	DAY 3 Payroll Cutoff	DAY 4 System Locked for Payroll Processing	20	11	1	2		ACH Reversal Cutoff	DAY 1 Off-Cycle Workbench Cutoff	17	
17	DAY 2 GAP 1 Cutoff	DAY Payro Cutofi	oll ff	DAY 4 System Locked for Payroll Processing	Warrants to Agency ACH File to Bank	Warrants Mailed	23	21	Warrants to Agency	Warrants Mailed ACH File to Bank		Payday	26	27	18	DAY 2 GAP 1 Cutoff	DAY 3 Payroll Cutoff	DAY 4 System Locked for Payroll Processing	Warrants to Agency  ACH File to Bank	Warrants Mailed		
31	Payday	25	26	27	28	ACH Reversal Cutoff	30	28	29		DAY 1 Off-Cycle Workbench Cutoff  ACH Reversal Cutoff				25	Payday	2	7 28	29	DAY 1 Off-Cycle Workbench Cutoff  ACH Reversal Cutoff	0	
Condo	October 2011							November 2011							December 2011							
Sunday	Monday	Tuesda	ay	Wednesday	Thursday	Friday	Saturday  1  DAY 2  GAP 1  Cutoff	Sunday	Monday	DAY 1 Off-Cycle Workbench Cutoff	DAY 2 GAP 1 Cutoff	Thursday  DAY 3 Payroll Cutoff	Friday  DAY 4  System Locked for Payroll Processing	Saturday 5	Sunday	Monday	Tuesday	Wednesday	Thursday  DAY 2  GAP 1  Cutoff	DAY 3 Payroll Cutoff	System Locked for Payroll Processing	
2	DAY 3 Payroll Cutoff	System Lo for Payr Processi	ocked roll	Warrants to Agency  Warrants Mailed  ACH File to Bank	6	Payday	8	6	Warrants to Agency	Warrants Mailed ACH File to Bank		Payday	State Holiday	12	4	DAY 4 System Locked for Payroll Processing	Warrants to Agency	Warrants Mailed ACH File to Bank	8	Payday	10	
9	Bank Holiday	10	11	12		ACH Reversal Cutoff	15	13	14	DAY 1 Off-Cycle Workbench Cutoff		DAY 3 Payroll Cutoff  ACH Reversal Cutoff	DAY 4 System Locked for Payroll Processing		11	1			DAY 1 Off-Cycle Workbench Cutoff  ACH Reversal Cutoff	DAY 2 GAP 1 Cutoff		
16	DAY 1 Off-Cycle Workbench Cutoff	DAY GAP 1 Cutofi	1 ff	DAY 3 Payroll Cutoff	DAY 4 System Locked for Payroll Processing	Warrants to Agency ACH File to Bank	Warrants Mailed	20	Warrants to Agency  Warrants Mailed  ACH File to Bank		Payday	State Holiday	State Holiday	26	18	DAY 3 Payroll Cutoff	DAY 4 System Locked for Payroll Processing	Warrants to Agency  Warrants  Mailed  ACH File to Bank	22	Payday		
30	ACH Reversal Cutoff	Payda	ay	26	27	28	29	27	28		DAY 1 Off-Cycle Workbench Cutoff  ACH Reversal Cutoff				25	State Holiday	2	7 28	29	DAY 1 Off-Cycle Workbench Cutoff  ACH Reversal Cutoff	31	